

# **Appendix I**

## **Approver / Coordinator Training Guide**

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***ABSS Software User Manual***

***Version 1.0.1***

**March 11, 1999**

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# Revision Sheet

Revision No.	Date	Brief Summary of Changes
1	7/31/1998	Updated manual to coincide with Version 1.0.1 software.
2	10/15/98	Updated edits by Rick after Implementation meeting.
3.	11/24/98	Addition of new text on Supplemental Files, beginning page 15 - 17
4	11/26/98	Correction to Supplemental Files text, for intro to Section
5	12/2/98	Section 3.0: moved DD Form 1556 from JetForm to Oracle Reports
6	03/11/99	Made correction by populating Figure 20 as per comments from PMO dated 3/10/99.

# System Overview

The Automated Business Services System is the Air Force (AF) standard system for processing financial documentation. The systems functions and formats are designed to comply with Department of Defense (DoD) and AF regulatory guidance. The optional functions allow the flexibility to accommodate the individual installation business practices and procedures.

The software is developed to support the DoD, Electronic Commerce/Electronic Data Interchange and (EC/EDI) Paperwork Reduction Act (Paperless) initiatives. The automated procedures enable the Air Force to increase the efficiency of the acquisition process.

Advantages of the system include:

- Reduction in form processing time
- Automation of financial processes
- Reduction in paperwork
- Elimination of duplicate data entry

ABSS enables any government individual with a requirement to procure an end item or service, to enter that requirement on-line into a relational database. The requirement for the end item or service is then accessible electronically through the various acquisition business entities that carry out their respective responsibilities.

ABSS interfaces with the standard accounting/procurement systems that exist today:

- General Accounting Finance System (GAFS)
- Central Procurement Accounting System (CPAS)
- Integrated Accounts Payable System (IAPS)
- Base Contracting Administration System (BCAS)
- Integrated Financial Transaction System (IFTS)
- Job Order Cost Accounting System (JOCAS)

The ABSS development team is working with DFAS and Procurement to continue ongoing efforts in the evolution of new systems.

# Course Overview

The Approver/Coordinator is a class consisting of hands-on and academic classroom training. The topics discussed in the training session consist of the following:

- What is an Approver/Coordinator?
- Accessing ABSS
- Use of the Phone Book
- Identifying the Tool Bar and Hotkeys
- Identifying the Status Bar
- Accessing a Document for Approval/Disapproval
- Viewing Documents Information
- Viewing Supplemental Files
- Viewing/Adding Transaction Notes
- Viewing Signatures
- Updating Accounting Classification
- Changing Fund Types
- Approving/Disapproving Documents
- Identifying the Help Menu
  - ◆ Topic Query
  - ◆ Problem Reporting
  - ◆ Suggestion Box
- Changing Your Password



# ACRONYMS

ACRONYM	MEANING
ABSS	Automated Business Services System
AF	Air Force
DoD	Department of Defense
EC/EDI	Electronic Commerce/Electronic Data Interchange and
GAFS	General Accounting Finance System
CPAS	Central Procurement Accounting System
IAPS	Integrated Accounts Payable System
BCAS	Base Contracting Administration System
IFTS	Integrated Financial Transaction System
JOCAS	Job Order Cost Accounting System
DFAS	Defense Finance and Accounting Service

# 1.0 The Approver/Coordinator

This guide was created for the Approver/Coordinator who approve, disapprove and coordinate financial documents within ABSS.

If the form is disapproved, the status will be changed to a previous status and the appropriate person in the approval chain will be notified through e-mail.


The performance speed of ABSS is greatly dependent upon the hardware on which it runs. Application software will run faster on a faster PC processor. Client/server response time is dependent upon the server capabilities.

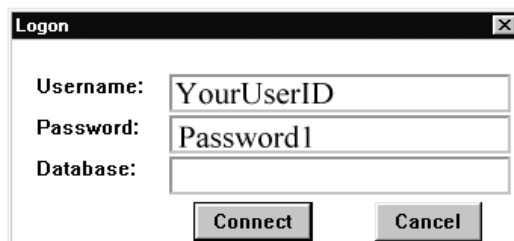
The minimum and recommended PC requirements for ABSS are:

	<b><i>Processor</i></b>	<b><i>Clock Speed</i></b>	<b><i>RAM</i></b>
Minimum:	486	33 MHz	8 Mbytes
Recommended:	486+	66+ MHz	16+ Mbytes

All users must have an ABSS account in order to utilize ABSS. User accounts are established by the ABSS ABSS Administrators at your base upon receipt of the DISA Form 41. Any ABSS user may utilize any PC that is loaded with the ABSS software.

## 1.1 How to Start ABSS

1. Double click the **ABSS icon**. 
2. Enter your user **ID** and **Password** into the Logon window.
3. Click the **Connect** button or press **Enter**.



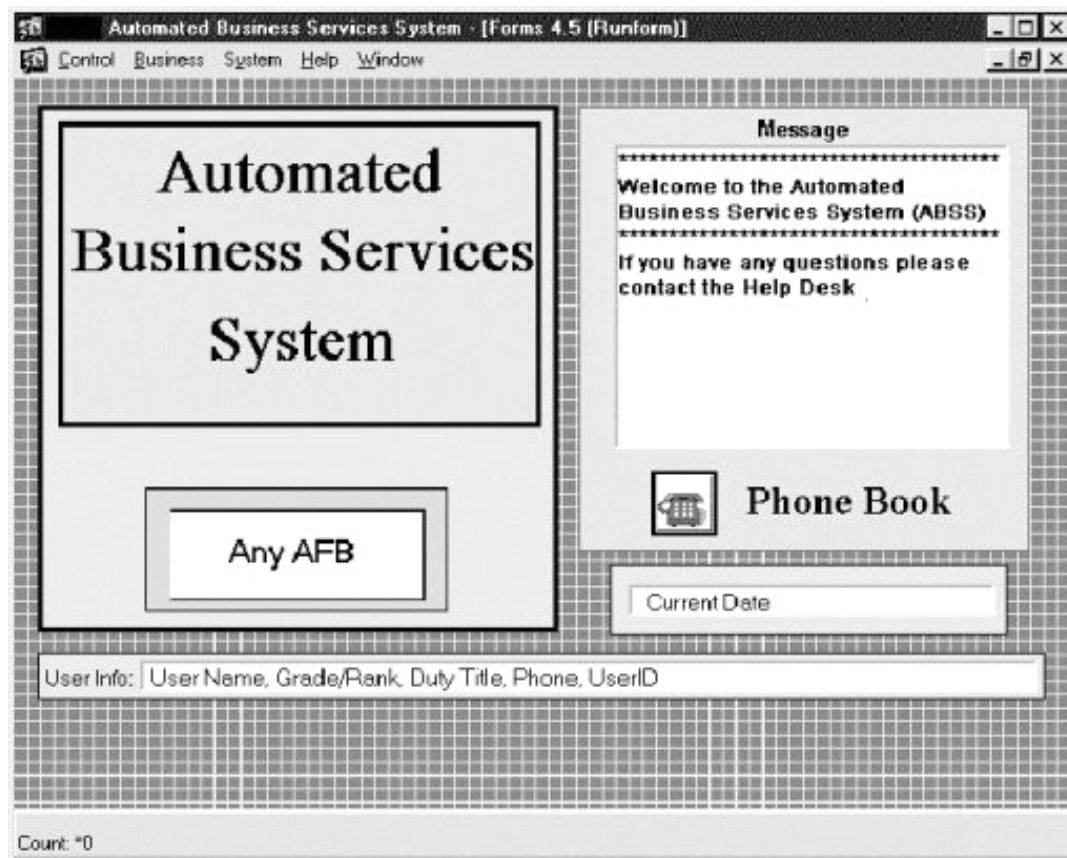
**Figure 1. ABSS Icon and Logon Window**

This will connect you to the ABSS database. If you have questions concerning your account, contact your local ABSS ABSS Administrator at \_\_\_\_\_.

If you need further assistance, contact the ABSS Centralized Help Desk at DSN 872-1893, Commercial (850) 882-1893.

The ABSS Main screen will appear with the following information:

- Current version number
- Installation code
- User information bar
- Current date
- Message of the day
- Phone Book access icon



**Figure 2** ABSS Main Menu Screen

**NOTE:** *The Message of the Day can be customized for your Organization.*

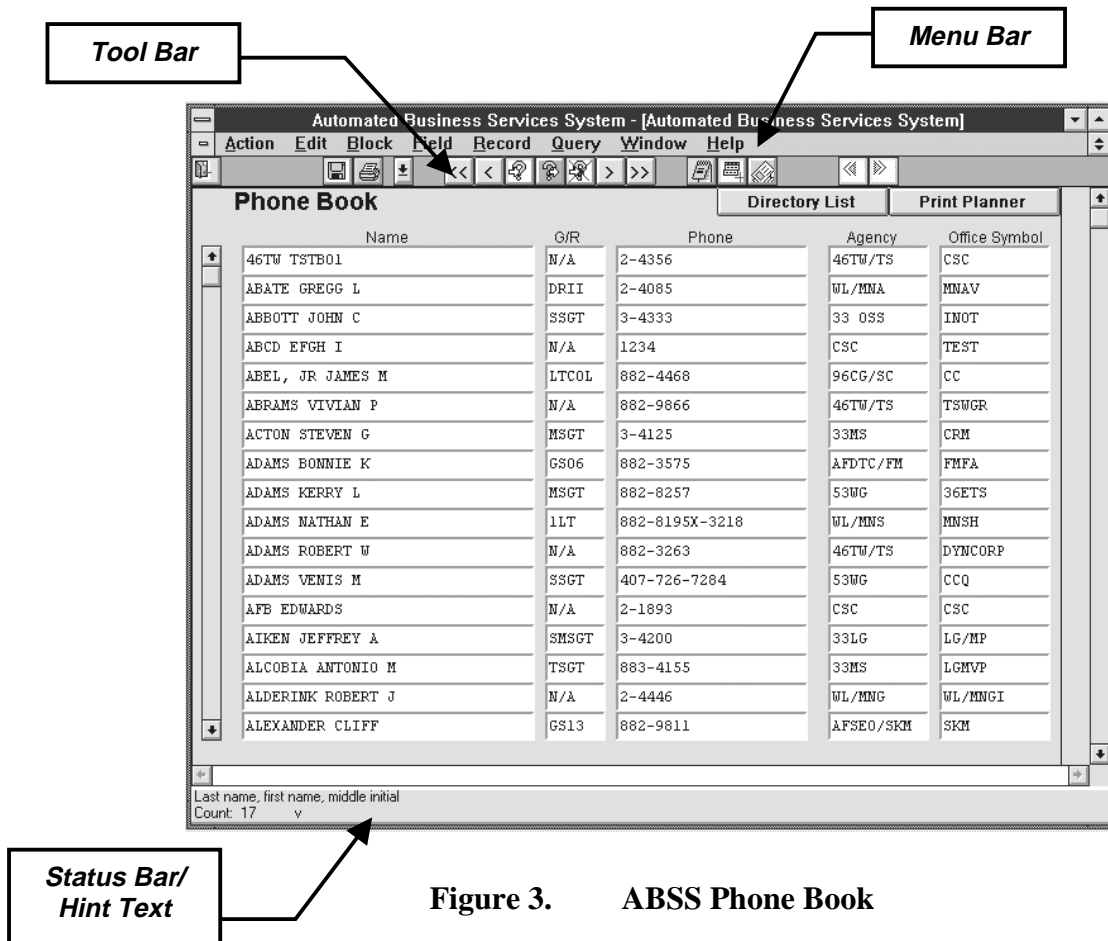
## 2.0 Phone Book

The ABSS Phone Book contains a list of all personnel at your installation with accounts in the ABSS system. Use this feature to locate information using specific criteria such as user names, phone numbers, office symbols, etc.

**NOTE:** *The ABSS user cannot change Phone Book information. Only the Authorized ABSS Administrator can make changes/corrections.*

### 2.1 How to Access the ABSS Phone Book

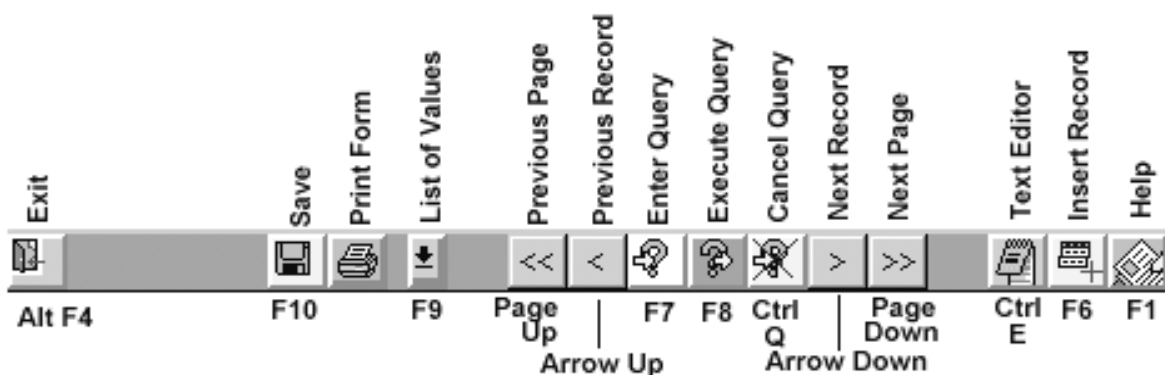
1. Click the **Phone** icon from the **ABSS Main Menu** screen.
2. To print a list of all ABSS users with accounts at your Installation, click the **Directory List** button in the **Phone Book**; (this list is created by criteria entered by the user).
3. By clicking the **Print Planner** button, ABSS prints the list of users at your Installation in *Franklin Planner* format (this list is created by criteria entered by the user).



**Figure 3. ABSS Phone Book**









## 3.0 Tool Bar and Hotkeys

Many of the navigation and administrative functions available in ABSS can be found in the Tool Bar located at the top of most screens. This table displays the most common Tool Bar icons and describes associated functions. Functions of screen specific icons are described in the applicable sections of the Training Guides.



**Figure 4. ABSS Toolbar, Icon Functions, and other Hot Keys**

Icon	Name	Hot Key	Description
	Exit	ALT + F4	Exits from the current screen and returns the previous screen.
	Save	F10	Saves current data.
	Print Form	No Hotkey! Icon only.	Prints the selected form. (See NOTE next page).
	List of Values	F9	Activates a pick list for the data field in which the cursor resides. Use this item when <List> appears in the status bar.
	Previous Page	PAGE UP	In a data entry form, retrieves the previous data page. In a query form, retrieves the previous page of records.
	Previous Record	ARROW UP	In a data entry form, retrieves the previous data record. In a query form, moves the cursor to the previous record on the data sheet

Icon	Name	Hot Key	Description
	Enter Query	F7	Clears the current page and allows you to enter query criteria.
	Execute Query	F8	Retrieves all the records from the database referenced by the query criteria.
	Cancel Query	CTRL+Q	Returns to normal operation without performing the query. NOTE: This <b>must</b> be done prior to exiting when in query mode.
	Next Record	ARROW DOWN	In a data entry form, retrieves the next data record. In a query form, moves the cursor to the next record on the data sheet.
	Next Page	PAGE DOWN	In a data entry form, retrieves the next data page. In a query form, retrieves the next page of records.
	Editor	CTRL+E	Displays a pop-up window of the complete text area. Allows the user to see what they have entered.
	Insert New Record	F6	Inserts/Creates a blank record after the current record
	Help	F1	Accesses Help functions.
None	Delete Record	SHIFT+F6	Deletes the current record.
None	Print screen	SHIFT+F8	Prints monitor display to the default printer.

**Figure 5 ABSS Icons and Descriptions**

**NOTE:** Forms below are printed from either JetForm or Oracle Reports.

JetForm	Oracle Reports
AF Form 185 – Project Order AF Form 406 – MORD AF Form 616 - Fund Cite Authorization AFMC Form 36 – Purchase Request AFMC Form 277 – Reimbursable Order SF1017G – Journal Voucher	AF Form 9 – Purchase Request 9L – Letter of Increase to AF Form 9 AF Form 4009 – IMPAC Support AFMC Form 376 – Administrative Commitment Document DD Form 250 – Manual Receiving Report DD Form 448 – MIPR DD Form 1348-6 – Request for Purchase DD Form 1556 – Education & Training SSM Form 1000 – Surcharge AF Form 973 DD Form 1610 – Travel Orders Invitational TDY

## 4.0 Performing a Query

The functionality of the query icons located on the toolbar is a very important part of using ABSS. ENTER QUERY will appear in the status bar when the screen is in the Enter Query mode. This may occur upon entry into specific screens, or after clicking on the Enter Query icon.

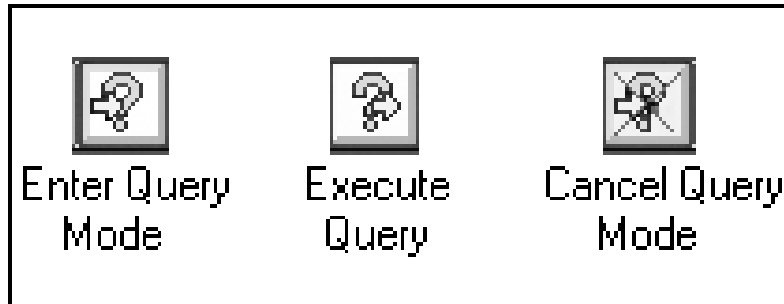


Figure 6 Query Icons

The percent sign (%) is used as a wildcard character throughout ABSS. It may also be used when complete information is unknown. This is similar to the (\*) in Microsoft applications.

### 4.1 How to Perform a Query

1. Ensure **ENTER QUERY** appears in the status bar. If not, click the **Enter Query** icon (F7).
2. Click in any text field.
3. Enter known data and enter the wildcard (%).
4. Click the **Execute Query** icon (F8).

#### For Example:

- To query all records, click the **Execute Query** (F8) icon.
- To query all **Agencies** that begin with **FM**, type **FM%** in the **Agency** field.
- To query specific text, type **%specific text %** in the appropriate field.

**NOTE:** A common problem is to try to enter new information while in the **ENTER QUERY** mode. Any text entered while in the **ENTER QUERY** mode cannot be saved. Use the **Cancel Query** icon to cancel query mode prior to entering a new record. You cannot exit a screen while in the **ENTER QUERY** mode. Click the **Cancel Query** icon prior to attempting to exit a screen.


## 4.2 Status Bar

A gray status bar is located at the bottom of all screens. This is used to display *hint text* or *error messages* (see Figure 7).

The top-left portion of the status bar displays information about the field where the cursor resides.



**Figure 7      Status Bar**

In the center of the status bar <List> will appear for fields where a **List of Values** (LOV) is available. Use this list whenever it is available by clicking the **List of Values** icon , or (F9).



## 5.0 Accessing a Document for Approval/Disapproval

The Approval Query form allows approvers to approve or disapprove a form. It is only accessible if the user has approval privileges. This form also allows the approver to make changes to the accounting classification, modify supplemental files, add notes, and view other document information.

### 5.1 How to Access a Form in the Approval Query Window

1. Log on to ABSS using your ABSS user **ID** and **Password**.
2. From the **ABSS Main Menu** screen, select **Business**, then **Financial Transactions** from the drop-down menu.
3. Select **Process, Approval** from the menu bar. The **Approval Query** form will appear (see Figure 8).
4. Enter specific query criteria for the form(s) you wish to retrieve, then click the **Execute Query** icon.

**OR**

5. Click the **Execute Query** icon to retrieve a complete list of submitted documents for your agency.
6. Scroll through the list of documents using the scroll bar to the left of the document numbers.
7. Select any document row for processing.

Automated Business Services System

### Approval Query

Form Note Sign

Sign History Supplemental Files

Document Number	SF	Form	Amend	Status	RCCC	EEIC	JON	Transaction Total
FU4343727200202	1	9	BASIC	SUBMITTED	000000			10,271.97
FU4343727200203	1	9	BASIC	SUBMITTED	000000			38,490.00
FU4343727200204	0	9	BASIC	SUBMITTED		409		24,000.00
FU4343727300200	3	9	BASIC	UNIT APPROVA	000000	409		39,000.00
FU4343727300201	1	9	BASIC	SUBMITTED	000000	00000		59,000.00

### Accounting Class View

Approve and Print Approve Disapprove

Match Line Item to Acct Line External Routing Modify Accounting Class

Typ	FC	AFY	BPAC	RCCC	BA	EEIC	JON	WBS	Amount	Dpt	ASym	OFY	OB.
A	29	1997	TR1111	000000					500.00	57	3600	1997	472
B	29	1997	TR1111	101000					271.00	57	3600	1997	472
C	29	1997	TR1111	000000		00000		0000	10000.00	57	3600		472

Item Total: 10,271.97      Accounting Classifications Total: 10,771.00

**Figure 8. Approval Query Screen**

**NOTE:** In ABSS, the percent sign (%) is a wild card. Refer to the ABSS User Training Guide for more information on generating a query.

## 6.0 Viewing the Document Information

### 6.1 How to View Document Information

1. Click the **Form** button on the **Approval Query** screen (see Figure 8).
  - The form will be in the *View-Only mode* and cannot be updated.
2. Use the function buttons to view **Line Items**, etc.
3. Click the **Exit** icon to return to the **Approval Query** screen.

The screenshot shows the 'Automated Business Services System' window with the title 'AF Form 9 - Request for Purchase'. The interface includes a menu bar (Action, Edit, Record, Query, Help, Window) and a toolbar with icons for navigation and actions. The form is divided into several sections:

- Supplemental Files** and **Line Items** tabs at the top right.
- Acct Class** and **Notes** tabs below the main tabs.
- Basic Information** section with fields for:
  - Originator: [ ]
  - Form No. Prefix: [ ]
  - Appropriation FY: [ ]
  - Purpose: [ ]
  - Date: [ ]
  - Amendment: [ ]
  - Document Number: [ ]
  - Status: [ ]
  - NTE: ☐ Total: [ ]
- Miscellaneous** section with fields for:
  - Installation: [ ]
  - To: [ ]
  - Class: [ ]
  - Through: [ ]
  - From: [ ]
  - Contract No: [ ]
  - Purchased For: [ ]
  - NLT: [ ]
  - For Delivery To: [ ]
- Line Item Statements** section with:
  - Header: [ ]
  - Footer: [ ]

At the bottom, a status bar displays the message: 'FRM-40202: Field must be entered. Count: \*1' and a '<List>' button.

Figure 9. AF Form 9 – Request For Purchase Screen

## 7.0 Viewing/Adding Notes

In addition to the other functions, Notes may be attached to the form.

### 7.1 How to Add Notes

1. Click the **Notes** button on the **Approval Query** screen (see Figure 8) to access the Notes entry form (see Figure 10).
2. Enter a subject.
  - The name, title, phone and date fields will be auto-populated.
3. Press **TAB** to move to the **Comments** field.
4. Enter any comments or information about the form.

**CAUTION:** *Notes are permanently attached to the document. Once saved, notes may not be edited or deleted.*

5. Click the **Save** icon (**F10**).
6. Click the **Return** button to go back to the **Approval Query** screen.

Automated Business Services System			
Transaction Notes			Return
Name:	COORD02 TWO		Title: TEST COORDINATOR
Phone:	2-1893	Creation Date:	19-MAY-1997 12:23:17
Subject:	Autogenerated Approval Process Note		
Comments:	The creator of this note DID NOT Approve further action on this document		
Name:			Title:
Phone:		Creation Date:	
Subject:			
Comments:			
Name:			Title:
Phone:		Creation Date:	
Subject:			
Comments:			
Name:			Title:
Phone:		Creation Date:	
Subject:			
Comments:			

**Figure 10. Notes Entry Screen**

**NOTE:** Document disapproval requires a note entry.

## 8.0 Viewing Supplemental Files

Supplemental files may be attached to documents in ABSS.

The Supplemental Files form can be used to attach documents such as Cost Estimate, Performance of Work Statements, Sole Source Justification, etc. Supplemental files can be created in any Windows compatible application. It is best to attach files in a format (including software versions) that can be accessed by everyone in your process flow.

An ABSS file attachment is also known to the ABSS software environment as an **OLE object**. The **Supplemental Files** screen may be accessed by any of three (3) access points for the purpose of supplementing ABSS documents with additional documentation (see the following Access Points).

### ACCESS POINTS:

#### *Data Entry:*

Supplemental file attachments can be viewed, added and updated by a document's owner (i.e., the **DRAFTER**).

#### *Query:*

Supplemental files processing can be entered directly or indirectly:

(1) When entering Supplemental Files directly:

- (a) Click the Supplemental Files button.

Users are allowed to view OLE contents through the associated program. OLE activation allows editing OLE data objects – only ABSS forbids any changes to be saved to the database.

(2) When entering Supplemental files indirectly

- (a) Click the FORM button,  
(b) Then from the selected form, click the SUPPLEMENTAL FILES button located on the form.

Users may only see a list of Supplemental File attachments – accessing the contents is off limits.

#### *Approval Query:*

Supplemental files processing can be entered directly or indirectly – functionality is virtually equivalent to access from the QUERY with the additional provision that viewed contents may be saved (same functionality described in the Data Entry access point above).

Automated Business Services System														
Automated Business Services System														
Approval Query												Form	Note	Sign
Sign History												Supplemental Files		
Document Number	SF	Form	Amend	Status	RCCC	EEIC	JON	Transaction Total						
0123456789_A	0	376	BASIC	RA_APPROVED				1						
0123456789_B	12	376	BASIC	SUBMITTED				2						
1234	6	376	BASIC	SUBMITTED				30						
1556STA0100	0	1556	BASIC	RA_APPROVED				422						
1556STA0101	0	1556	BASIC	FM_APPROVED	101000	\$22		5,000						
<div> <div>INFOConnect LOGON</div> <div>Transfer</div> <div>Accept and Print</div> <div>Accept</div> <div>Disapprove</div> </div>														
<div> <div>Match Line Item to Acct Line</div> <div>External Routing</div> <div>Modify Accounting Class</div> </div>														
Typ	FC	AFY	BPAC	RCCC	BA	EEIC	JON	WBS	Amount	Dpt	ASym	OFY	OB	
A	30	1998	6606TS							1.00	57	3600	1998	472
<div> <div>Item Total:</div> <div>1.00</div> <div>Accounting Classifications Total:</div> <div>1.00</div> </div>														

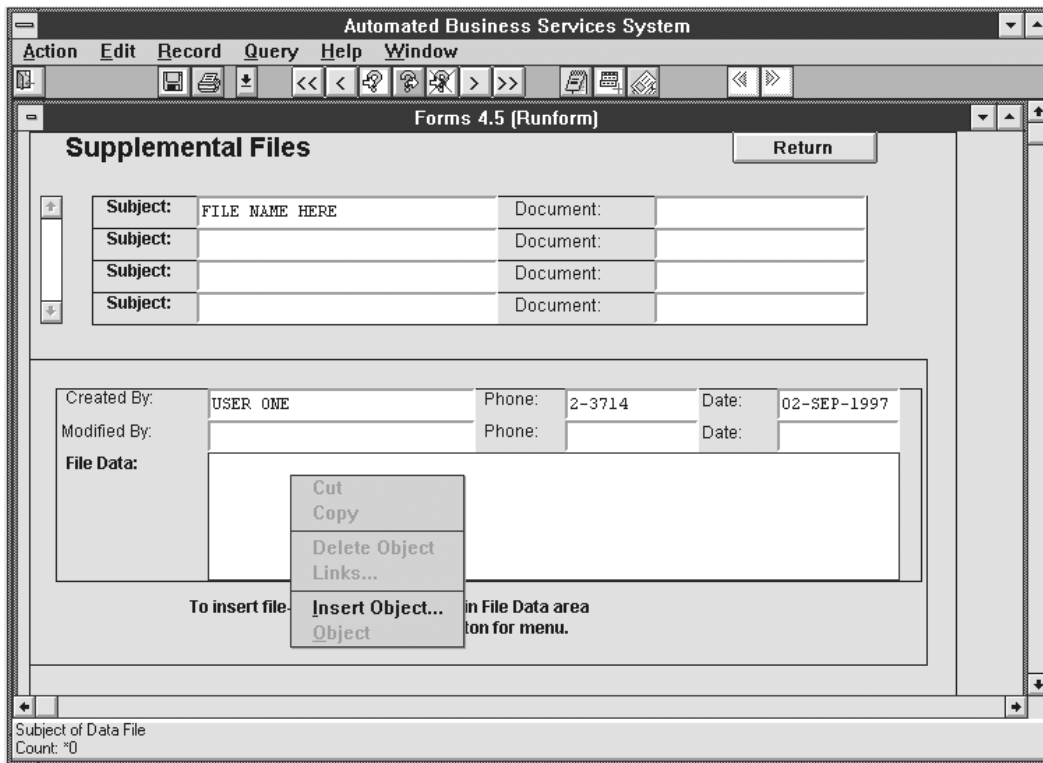
**Figure 11. Approval Query Screen**

## 8.1 How to Attach Supplemental Files to Documents Prepared in ABSS

1. Click the **Supplemental Files** button located in the top right corner of the initial form entry screen (see Figure 12).

**Figure 12. Supplemental Files Screen**

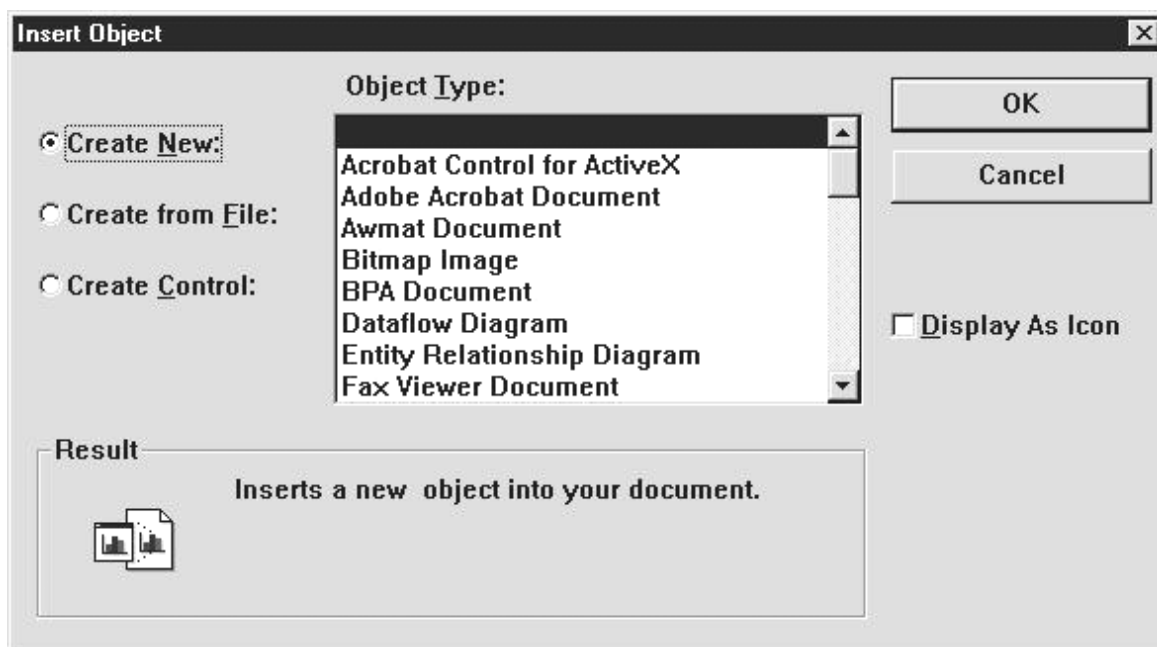
2. Enter a subject, press **TAB**.
3. The Created By, Phone Number, and Date Fields will be auto-populated with your user data.
4. In the **File Data** field, click the **right** mouse button.
5. Select **Insert Object** from the pop-up menu (see Figure 12).



**Figure 13. Insert Object Pop-up Menu**

ABSS will display the **Insert Object** window (see Figure 14). You may create a new file or attach an existing file. Select the **Display as Icon** box prior to creating a new file if you would like the file to be displayed as an icon in the **File Data** field. Always make sure the documents you are attaching are saved to the lowest version available. This will allow all approvers in your flow to view the **Supplemental Files**.





**Figure 14. Insert File – Create New Screen**

## 8.2 How to View Attachments

1. Click the **Supplemental Files** button located in the upper right corner of the **Approval Query** screen (see Figure 8).
2. When the **Supplemental Files** screen appears, double-click the icon to access the attachment (see Figure 15).
3. Close the **Attachment** to return to the **Supplemental Files** screen.
4. Click the **Return** button to return to the **Approval Query** screen.

Test Automated Business Services System

Action Edit Record Query Help Window

Forms 4.5 (Runform)

**Supplemental Files** Return

Subject:	JTB TEST SUBJECT	Document:	F4471480100
Subject:		Document:	
Subject:		Document:	
Subject:		Document:	

Created By: BRATTON JANICE T Phone: 882-1893 Date: 28-MAY-1997

Modified By: Phone: Date:

File Data:

Paintbrush Picture

To insert file...place mouse pointer in File Data area  
click right mouse button for menu.

Figure 15. Supplemental Files Screen

## 8.3 How to Create a New Supplemental Document

1. Select the **Create New** radio button in the **Insert Object** window.
2. Select the application to create the document (i.e. MS-Word, Excel, etc.).
3. Select the **Display as Icon** box to display the associated icon, which points to the application.
4. Click **OK**.
5. When the application is opened, create the document.

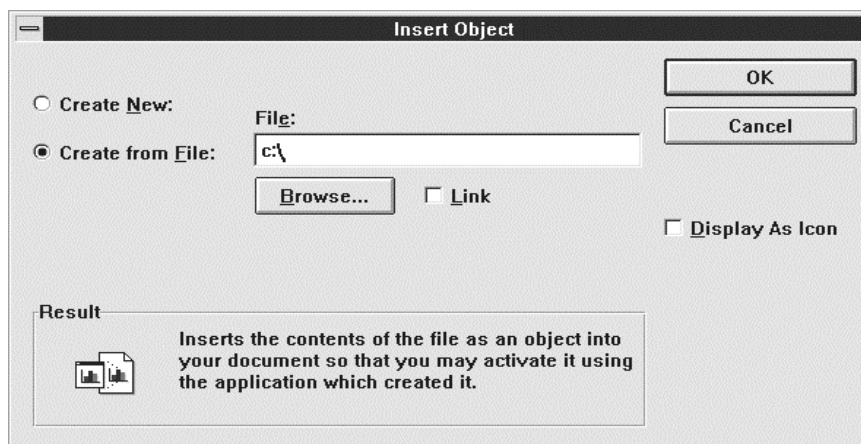
6. Click **File, Save As** to save your attachment. Then, exit the application.
7. After attaching your file, click the **Save** icon (**F10**).
8. Click the **Return** button to return to the first entry screen.

**NOTE:** *If saving a document or a file in a format other than an icon type, you may encounter problems in viewing the file in its entirety due to excessive white space at the top of the document.*

## 8.4 How to Attach an Existing Document

Select the **Create from File** radio button in the **Insert Object** window (see Figure 16).

1. Click **Browse**.
2. Select the drive and the file you wish to attach. For example: MSoffice\winword\letter.doc
3. Click **OK** and select **Display as Icon**, click **OK**.
4. After attaching the file, click the **Save** icon (**F10**).
5. Click the **Return** button to return to the **Form Entry** screen.



**Figure 16. Insert Object - Existing File**

**WARNING: DO NOT SELECT THE LINK BOX:** Other users who try to access the supplemental file you create might not have the same directory structure on their PCs, thus preventing them from accessing the supplemental file.

## 9.0 Viewing Approval Signatures

From the Approval Query screen you can access the approving signatures block for the document.

### 9.1 How to View the Approving Signature Block Screen

1. Click the **Sign** button in the upper right corner of the **Approval Query** screen.
2. The **Document Transaction/Signature Block** screen will appear (see Figure 17).
3. Scroll through the list of signatures using the scroll bar to the left of the signature block.

**Note:** The print order block designates the signature block number the individual's signature (i.e.; submitter, approver, or coordinator) will be printed in within the hard copy. The number of signatures printed to a form and the order in which they are printed is based on the form type being printed and the number sequencing entered within the "Print Order" field of the Signature Block screen. The "AUTO Sign" block, when set to "Y" (i.e.; yes), signals ABSS to print the value "//SIGNED//" in the individuals respective signature block—identified by the persons corresponding "Print Order" sequence value.

4. Click the **Return** button to go back to the **Approval Query** screen.

Automated Business Services System				
<b>Document Transaction</b> <span style="float: right;">Return</span>				
AFY:	1997	Form:	9	Document:
				71390100
Amend:	BASIC	Status:	APPROVED	
Purpose:	sran a			
<b>Signature Block</b>				
Type:	SUBMITTED	Date:	19-May-1997 09:56:36	Print Order:
Name:	TWO USER , N/A			AUTO Sign:
Title:	TEST USER			Y
Type:	COORDINATED	Date:	19-May-1997 10:02:25	Print Order:
Name:	TWO COORD02 , N/A			AUTO Sign:
Title:	TEST COORDINATOR			
Type:	APPROVED	Date:	19-May-1997 12:49:30	Print Order:
Name:	ONE APPROVER , N/A			AUTO Sign:
Title:	TEST APPROVER			

**Figure 17. Signature Block Screen**

## 10.0 Viewing Signature History

From the Approval Query screen you can access the signature history for a document. The signature history screen displays all approvals and disapprovals since the original submittal of a document.

### 10.1 To View the Document's Signature History Screen

1. Click the Sign History button in the upper right-hand corner of the Approval Query screen.
2. The Document Transaction Signature History screen will appear (see Figure 18).
3. Scroll through the list of signatures using the scroll bar to the left of the signature block.

**Note:** The Sequence block is used to display the order the document will take from approval or disapproval.

4. Click the Return button to return to the Approval Query screen.

**Automated Business Services System**

Action Edit Record Query Help Window

**Document Transaction** Return

AFY: 1997 Form: 9 Document: FU4343727300201 Amend: BASIC Status: SUBMITTED

Purpose: for testing

**Signature History**

Status: DISAPPROVE	Date: 30-Sep-1997 13:12:33	Sequence: 1
Name: RA FOUR		
Title: TRAINING		
Status: SUBMITTED	Date: 30-Sep-1997 13:15:53	Sequence: 2
Name: USER FOUR		
Title: TRAINING		
Status:	Date:	Sequence:
Name:		
Title:		

Type of Signature Block Count: \*2

**Figure 18. Signature History Screen**

## 11.0 Modifying the Accounting Classification

Viewing or modifying the document's accounting classification is accomplished from the Approval Query screen. If it is necessary to change the document's fund type, the approving official will enter a note and submit an e-mail message regarding the change to at least one other individual in the document's authorization flow.

### 11.1 How to Update the Accounting Classification or Change the Fund Type

1. Click the **Modify Accounting Class** button located in the upper right corner of the **Approval Query** screen. The Fund Type Selection window will appear (see Figure 19).
2. Select the current fund type by clicking on the appropriate funding type button. The **Accounting Classification** form will be displayed (see Figure 19).
3. Other fund types may be viewed by clicking on the applicable radio button, or by selecting the **Fund Type** button in the **Accounting Classification** screen (see Figure 20).

	COUNT	TOTAL
<input checked="" type="radio"/> Fund Type A	0	.00
<input type="radio"/> Fund Type B	0	.00
<input type="radio"/> Fund Type C	0	.00
<input type="radio"/> Fund Type E	0	.00
<input type="radio"/> Fund Type J	0	.00
<input type="radio"/> Fund Type L	0	.00
<input type="radio"/> Fund Type M	0	.00
TOTAL ALL FUND TYPES		.00

Exit

Figure 19. Fund Type Selection Menu

**Automated Business Services System**  
 Action Edit Record Query Help Window

**Fund Type A**

Form: 9 Document Number: F7CE0590700100 Amend No: 0

Purpose: TO CONTRACT REPAIR FOR H1VAC SYSTEM. Status: SUBMITTED

FC: 29	Dept: 57	FY: 1998	Approp: 3602	Limit:	OY: 1998	PY:
BPAC: 696997	RCCC: 978400	EEIC: 463	PEC: 000000	ADSN: 667100		
DODAAD: F27900	ESP:	CAAS:	JON: GHYSUZ03			
WBS:	WU#:	CSI: J	CD:	DOD Cat:	SC:	
TV: 5	PC: G	FSR: 006362	PSR: 097437	DSR:	SRC:	
OAC/OBAN: 4721	Amount: 10,000.00	CSN:	ACRN: AC			

Form:	Document Number:	Amend No:
Purpose:	Status:	
FC:	Dept:	FY:
Approp:	Limit:	OY:
PY:	BPAC:	RCCC:
EEIC:	PEC:	ADSN:
DODAAD:	ESP:	CAAS:
JON:	WBS:	WU#:
CSI:	CD:	DOD Cat:
SC:	TV:	PC:
FSR:	PSR:	DSR:
SRC:	OAC/OBAN:	Amount:
CSN:	ACRN:	

FUND TYPE A All FUND TYPES Item Total

TOTALS:	10,000.00	15,230.00	15,230.00
---------	-----------	-----------	-----------

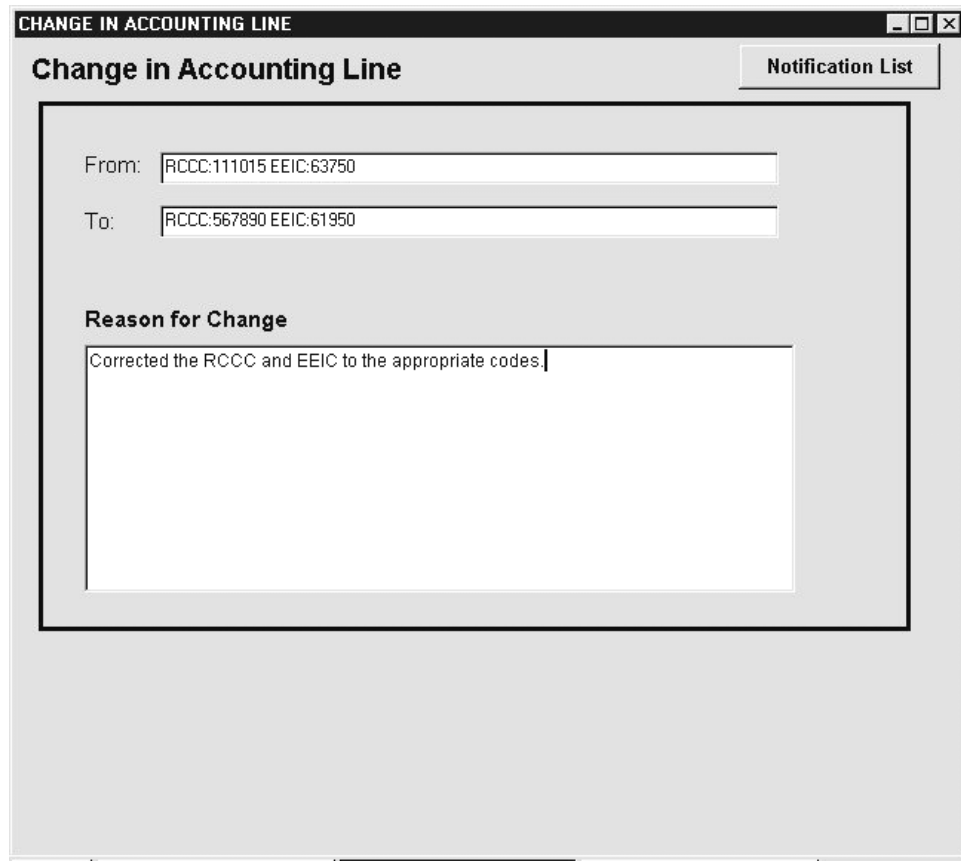
**Figure 20. Accounting Classification Screen**

- Make the necessary changes to the accounting line and save. Click the **Return** button to return to the **Approval Query** screen.

**OR**

- Click the **Change Fund Type** button to select a different fund type.
- Select a new fund type by clicking on the appropriate radio button in the **Change Fund Type** window.
- When the information on the Accounting Classification screen is correct, click the **Return** button.
- Click **Yes** to verify changing the **Fund Type**.

9. Enter a **Reason for Change** note in the next screen.
10. Click the **Notification List** button. (see Figure 20)



CHANGE IN ACCOUNTING LINE

Change in Accounting Line

Notification List

From: RCCC:111015 EEIC:63750

To: RCCC:567890 EEIC:61950

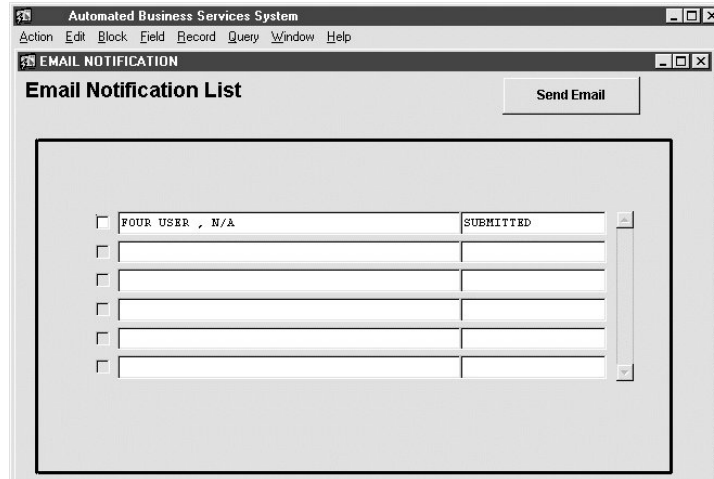
**Reason for Change**

Corrected the RCCC and EEIC to the appropriate codes.

**Figure 21      Accounting Line Change Note Screen**

11. Select the appropriate individuals to receive an e-mail concerning this action by clicking the check box next to their name. At least one individual must be selected.
12. Click the **Send Email** button (see Figure 21).





**Figure 22. Email Notification List Screen**

13. Click **OK** to confirm the action. The **Approval Query** screen will appear with the updated fund type information.

## 12.0 External Routing

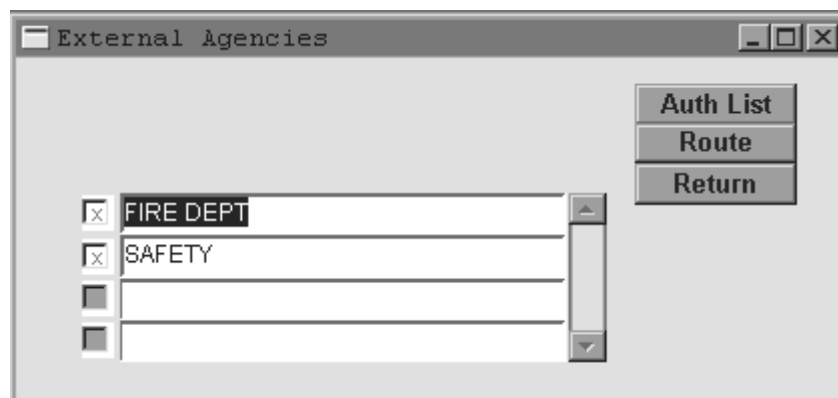
A coordination request may be e-mailed simultaneously to multiple external agencies at any step in the document's authorization process. External routing is accessed using the External Routing button on the Approval Query screen. The document can only be approved by external agencies when it is in external coordination.

Once the document has been approved by all selected external agencies, the person who routed the document will be notified by e-mail. The document can then flow as usual. If the document is disapproved after the external coordination, the external coordination will remain in the document.

Any individual within an agency can view the Signatures screen using the Sign button on the Query or Approval Query screens to verify that external coordination has been accomplished.

### 12.1 How to Access External Routing

1. Click the **External Routing** button on the **Approval Query**. The External Routing screen will appear (see Figure 23).
2. Click the check-box next to the agency name to select it.
3. If desired, click the **Auth List** button to view the authorizing officials for that agency. Click the **Return** button to return to the **Routing** screen.
4. Click the **Route** button.
5. Click **OK** to acknowledge the action.



**Figure 23. External Agency Routing Screen**

## 13.0 Alternate Routing

Alternate routing allows a designated user (one user per flow) to reroute a document after it has been submitted.

*Note: Routing flows are set up and maintained by your resident Module Manager.*

### 13.1 How to Access Alternate Routing

1. In the **Approval Query** screen, click the form you want to approve.
2. Select the form you want approved, click the **Approve** button.

*If you are approving at a level that allows for alternate routing, the **Routing Lists** screen will display.*

List Type	List Subtype	Code
RCCC	STANDARD	123456
RCCC	CONTEMPLATED	123456

**Figure 24. Routing Lists Screen**

*Note: The **Routing Lists** screen shows the different alternate routes that have been defined for the authorization list in which the form was submitted (in the example shown, the form was submitted for “RCCC 123456, as identified by the values that appear in the List Type and Code fields).*

3. Click the alternate route you want the form to follow when you approve it.

4. Once you have selected the alternate route you want the form to follow, click the **Approve** button to approve the form.

*Note: A pop-up window will appear indicating ABSS has approved the form.*

5. Click the **OK** button to acknowledge the message. ABSS will return to the **Approval Query** screen.

# 14.0 Matching Line Item(s) to Accounting Line

## 14.1 How to Match Line Item to Accounting Class

1. From the **Accounting Class View** screen, click the **Match Line Item to Acct Class** Button.
2. Assign line item to accounting line using preferred suffix (see Figure 25).

The screenshot displays a software interface for matching line items to accounting lines. At the top, there is a menu bar with 'Action', 'Edit', 'Record', 'Query', 'Help', and 'Window'. Below the menu is a toolbar with various icons. A 'Document Number' field contains '9PREFIXTEST729300004', and a 'Return' button is visible.

The main area is divided into two sections: 'LINE ITEMS' and 'ACCOUNTING LINES'.

**LINE ITEMS Table:**

Line Num	Suffix	Description	Units	Qty	Unit Price	Line Total
	AA	teddy bear	EACH	1	100	100

**ACCOUNTING LINES Table:**

ACRN	FT	RCCC	EEIC	JON	WBS	Amount	AFY	BPAC	PEC	Dept	Appr Sym	FC	OFY
AA	C					100	1998	6606TS	65807F	57	3600	30	1998

**Figure 25. Match Line Item with Acct Line Screen**

## 15.0 Approving the Document

Approving a document is accomplished from the Approval Query screen. Upon approval, ABSS automatically sends a request for action e-mail message to the next approving official(s) in the document's authorization flow.

### 15.1 How to Approve A Document Successfully

1. Click the **Approve** or the **Approve and Print** button on the **Approval Query** screen.
2. Click **OK** on the information box to acknowledge approval.

**OR**

*When Approval Fails:*

3. Click **OK** on the information box to acknowledge the **Approval failed (check the Status Bar for error message)**.
4. The next dialog box you see shows the reasons for failure.

An electronic facsimile of a signature is applied at the certification level. Only those individuals with the authority to sign will have the electronic signature privilege.

## 16.0 Disapproving the Document

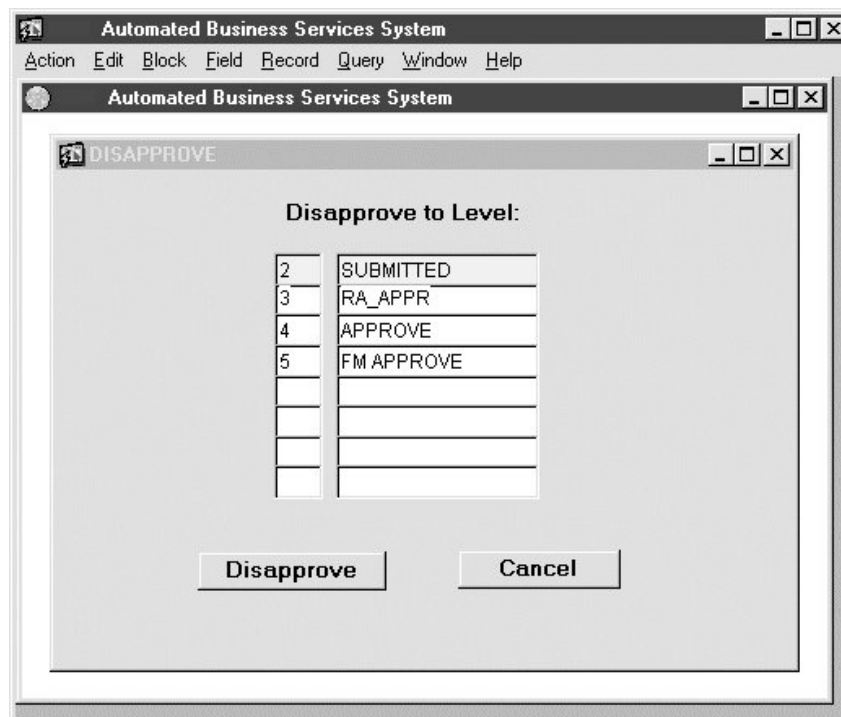
Disapproving a document is accomplished from the Approval Query screen.

ABSS requires the disapproving official to enter a note regarding the disapproval. Users may access notes relating to the document from a variety of locations within ABSS.

After a Certifying Official has approved a document to any post-certification approval steps, the document can be disapproved back to the Certifying Official step. The Certifying Official must ensure that the document's appropriation data is decommitted from the appropriate Accounting and Finance systems.

### 16.1 How to Disapprove a Document

1. Click the **Disapprove** button on the **Approval Query** screen.
2. A pop-up window will appear with a list of all completed approval steps.
3. Select the approval **level** to which you want the document returned and press the **Disapprove** button at the bottom of the screen.



**Figure 26. Disapprove to Level Screen**

4. In the next screen, enter a **Disapproval Note** in the **Comments** field (see Figure 27).
5. Click the **Return** button to access an **Email Notification List** screen.

Automated Business Services System

Action Edit Block Field Record Query Window Help

Automated Business Services System

**Disapproval Note** Return

Name:				Title:			
Phone:				Creation Date:	14-OCT-1997 08:52:03		
Subject:	Reason for Disapproval						
Comments:							

Comments Count: \*0

**Figure 27. Disapproval Note Screen**

6. Select the boxes to the left of all the individuals to receive the disapproval notification note as required. **Sending a disapproval note e-mail message is mandatory!!**
7. Click the **Send Email** button.

Automated Business Services System

Action Edit Block Field Record Query Window Help

EMAIL NOTIFICATION

**Email Notification List** Send Email

<input type="checkbox"/>	ONE F. USER , N/A	SUBMITTED
<input type="checkbox"/>	ONE RA , N/A	RA_APPR
<input type="checkbox"/>	ONE RA , N/A	APPROVE
<input type="checkbox"/>	ONE RA , N/A	FM APPROVE
<input type="checkbox"/>		
<input type="checkbox"/>		

Count: \*4

**Figure 28. Email Notification List Screen**



8. Click **OK** in the subsequent information windows to confirm the action.

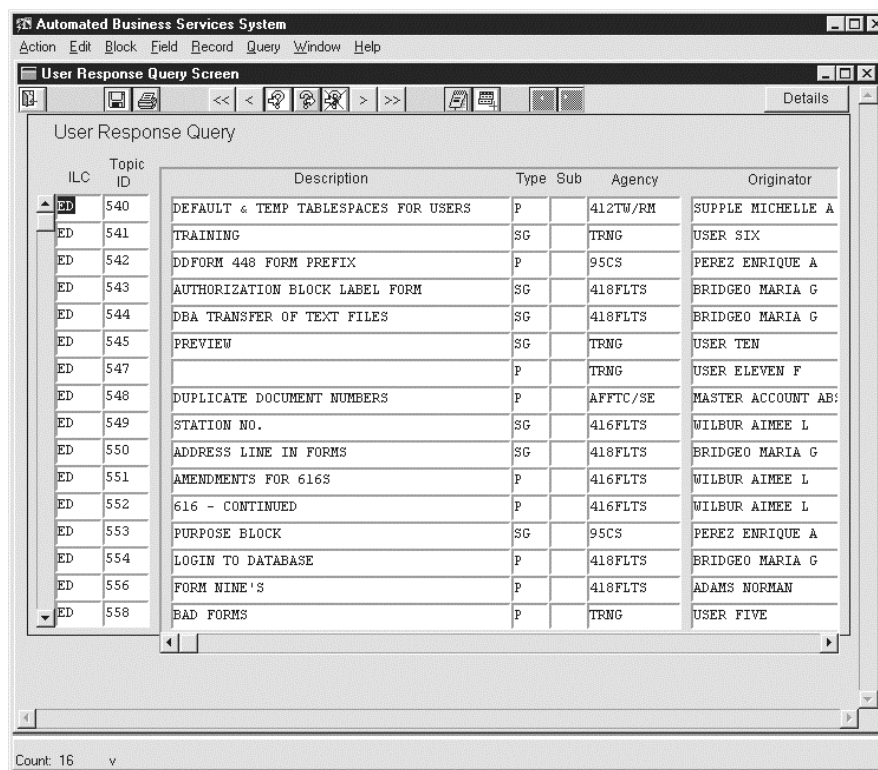
All of the selected individuals will receive an e-mail message regarding the disapproval. The form status is then returned to the selected disapproval level and all approving signatures will be removed. The Signature History table will retain a list of all approving and disapproving signatures. Approval routing will need to be re-accomplished once the change/correction to the document has been made and the form has been re-submitted.

## 17.0 Topic Query

The Topic Query screen allows you to query reported problems and suggestions submitted by ABSS users from various agencies/organizations.

### 17.1 How to Access the Topic Query Screen

1. From the **ABSS Main Menu** screen, select the **Help** drop-down menu.
2. Select **Topic Query**. A list of suggestion and problem topics will appear.
3. You may **Query** any field or scroll through the list.
4. To view details about any topic, place the cursor on the topic you wish to view, then click the **Details** button in the upper right portion of the screen (see Figure 29).



**Figure 29. Topic Screen**

5. To view more details or information about a topic, click the **Definition**, **Help Desk**, or **Resolution** buttons located on the bottom of the screen (see Figure 30).

The screenshot displays a software window titled "Automated Business Services System - [MIS Topic Module]". The window has a menu bar with "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into three sections: "Basic Information", "User Definition", and "Topic Resolution".

**Basic Information**

Brief Subject: TRAINING Ref No. 541

**User Definition**

Reported By: USER SIX DP: 2-4356 Date: 17-JAN-97

Description: PROVIDE COFFEE

**Topic Resolution**

A large text area for entering resolution details.

At the bottom of the window, there is a row of buttons: "Basic", "Definition", "Help Desk", "Resolution", "CSC Review", "AF Review", "Analysis", and "Vendor". The "Definition" button is highlighted. The status bar at the bottom left shows "Count: 1" and a small "v" icon.

**Figure 30. Definition/Resolution Option Screen**

## 18.0 Problem Reporting

The Problem Reporting screen allows ABSS users to report problems they are experiencing with the system. After review by ABSS customer service staff, users will receive e-mail regarding the status of their problem.

**NOTE:** Please contact your local financial advisors (i.e., Resource Advisors, Module Managers, ABSS Administrators, etc.) for possible resolution prior to submitting a problem report.

### 18.1 How to Access the Problem Reporting Screen

1. From any screen, select the **Help** drop-down menu.
2. Select **Problem Reporting**.
3. Enter detailed information (see the following **Data Element Description**).
4. Click the **NOTIFY HELP DESK** button to transmit the problem to the ABSS Centralized Help Desk at Eglin AFB.

The screenshot displays the 'Problem Reporting' window. At the top is a menu bar with 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for 'Notify Help Desk', navigation arrows, a search icon, a refresh icon, a print icon, and a 'New' button. The main area is divided into several sections: 'Basic Information' with fields for 'Subject' (text input), 'Date' (calendar icon, showing '28-JUN-97'), and 'Status' (dropdown menu); 'Module Information' with fields for 'Module' (text input), 'Form' (text input), 'Severity' (dropdown menu), and 'Urgency' (dropdown menu); 'Problem Description' (large text area with scrollbars); and 'Resolution' (text area with scrollbars). A vertical toolbar on the left side of the main area contains a '+' icon and a '-' icon.

**Figure 31. Problem Reporting**

### ***18.1.1 Data Element Description***

<b>Subject</b>	The title of the problem.
<b>Date</b>	Auto-populated by the present date.
<b>Status</b>	To be utilized by ABSS personnel at the Centralized Help Desk.
<b>Module</b>	The portion of the system in which you are working. (e.g.: Financial/Logistics)
<b>Form</b>	Enter the form number or screen title
<b>Severity</b>	Choose from the list.
<b>Urgency</b>	Choose from the list.
<b>Problem Description</b>	A short, detailed description of the problem.
<b>Resolution</b>	ABSS personnel at the Centralized Help Desk will record the problem resolution in this field.

## 19.0 Help

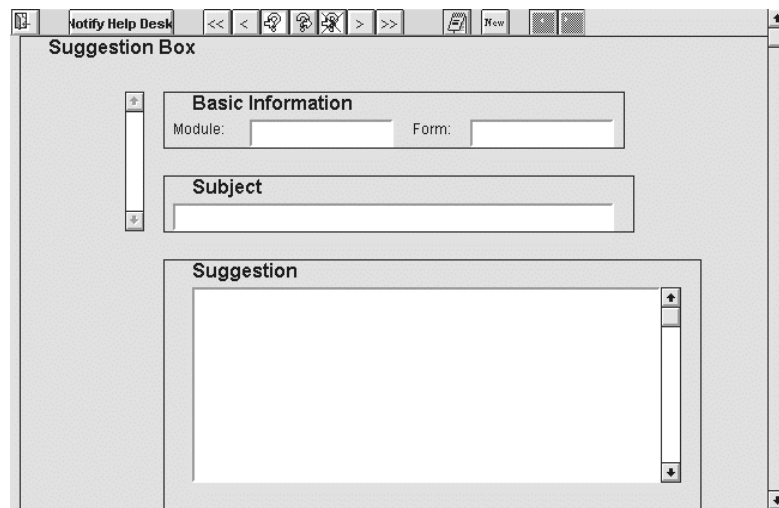
The ABSS user always has the **HELP** menu available to them to make suggestions or report problems. A suggestion/report Topic Query screen is also available from the Help menu on the ABSS Main Menu screen.

### 19.1 Suggestion Box

This function allows users to enter suggestions for possible inclusion to ABSS. After review, users will receive e-mail regarding their suggestion(s).

#### 19.1.1 How to Access the Suggestion Box

1. From any screen, select the **Help** drop-down menu.
2. Select **Suggestion Box** (see Figure 32).
3. Enter information (see data element description below).
4. Click the **NOTIFY HELP DESK** button to transmit the suggestion to the ABSS Centralized Help Desk at Eglin AFB.



**Figure 32. Suggestion Screen**

### ***19.1.2 Data Element Description***

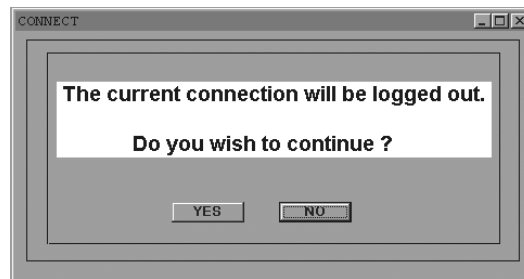
<b>Module</b>	The portion of the system in which you are working. (e.g.: Financial/Logistics)
<b>Form</b>	The form number or data entry screen for which suggestions are made.
<b>Subject</b>	A title of the suggestion.
<b>Suggestion</b>	Enter as much detail as possible to clearly describe the new feature or revised functionality that you would like to see incorporated.

## 20.0 Reconnecting as a Different User

ABSS has the ability to reconnect a different user account without exiting the software.

### 20.1 How to Reconnect as a Different User

1. Select **Control** from the **ABSS Main Menu** screen.
2. Select **Connect** from the **Control** Menu. A window appears asking if you wish to continue (see Figure 33).



**Figure 33. Reconnect Confirmation Window**

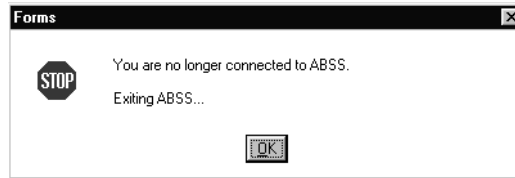
3. Click **Yes** if you want to reconnect as a different user, or click **No** if you do not want to reconnect as a different user.
  - If you click **Yes**, the ABSS Logon Window will appear. To log on as a different user, enter the username and password, then click **Connect**, or press **Enter** on the keyboard.
  - If you click **No**, ABSS will return to the **Main Menu** screen.

Even after you have clicked **Yes** in the **Reconnect Confirmation** Window and accessed the ABSS Logon Window, you may log off without reconnecting as a different user.



## 20.2 How to Log Off Without Reconnecting

1. In the ABSS Logon Window, click **Cancel** twice. A disconnect notification window appears indicating you are no longer connected to ABSS (see Figure 34).



**Figure 34. Disconnect Notification Window**

2. Click **OK** in the **Disconnect Notification** window to acknowledge that you are no longer connected to ABSS.

## 21.0 Changing Your Password

When your ABSS account is created, a temporary password will be issued. You should change this password during your first session in ABSS.

### 21.1 How to Change Your Password

1. From the **ABSS Main Menu** screen, click the **Control** drop-down menu.
2. Select **Password**.
3. Select **ABSS User Password**.
4. Enter your current password, and then press **TAB** to move to the next field.
5. Enter your new password (see password requirements below), then press **TAB**.
6. Verify your new password by retyping it again.
7. Click **OK** when complete.
8. If your new password meets the requirements below, a block will appear stating your password change was successful.

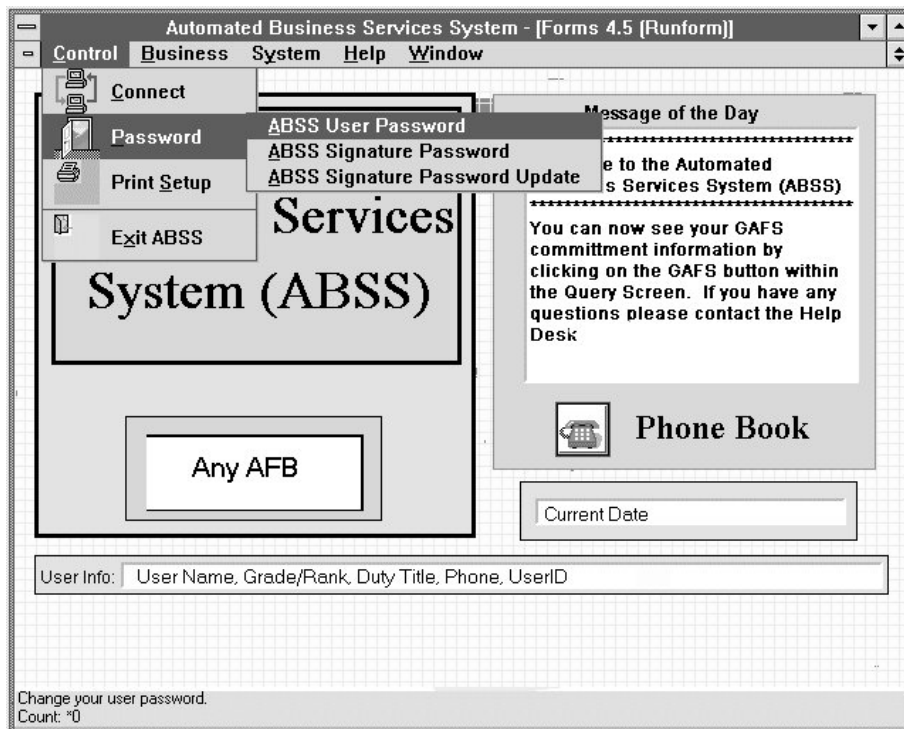
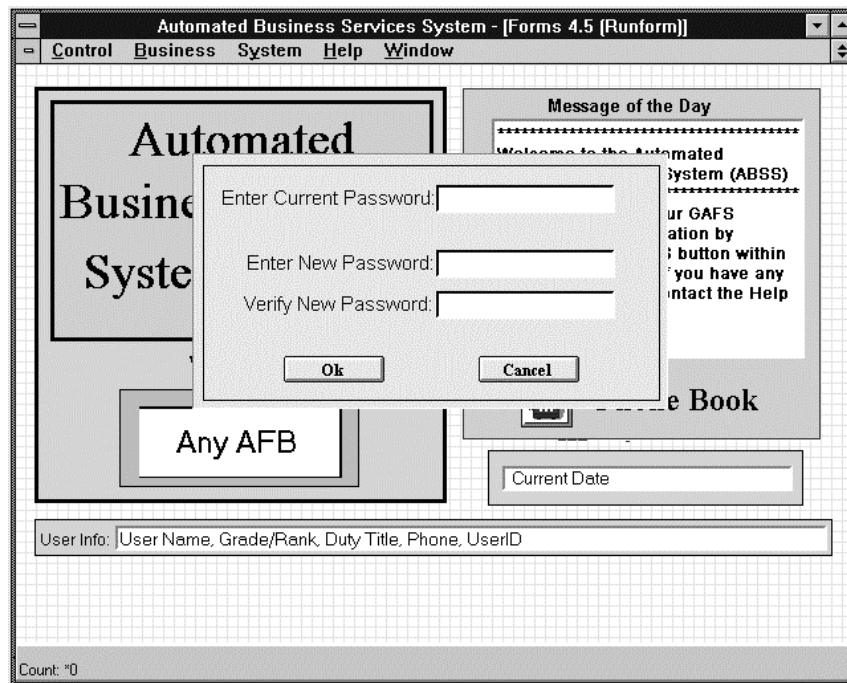


Figure 35. Password Screen



**Figure 36. User Screen To Change Password**

### ***21.1.1 Password Requirements***

The requirements for ABSS passwords are as follows:

- Minimum of eight (8) characters.
- First character must be alpha, and at least one (1) character numeric.
- May not contain more than two (2) consecutive letters of the user's first or last name.
- Password will expire in 90 days.
- The previous five (5) passwords cannot be used.